G. R. S. IX-5]

P 30 E

Previous references.

File No. 374 - 18

1918.

Serial Nos. /

(E.A.S)

Later references.

Exase 87-19 (102)

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B for

SUBJECT.

Submission and scrutiny of diaries of executive officers in the different departments.

To. The Heads of Depts
" Secretaries to Govt.
" Deputy Commrs of Dists.
No 4052-4102/E.A.S 374 & 47/19

Issues instructions regarding.

W D 1250—GPB—30,000 28-1-19

D. Saminathaiyar.
2/8/19.

22

G. R. S. 11] 1918-19.

GENERAL AND REVENUE SECRETARIAT.

(E.A.S)

NOTES.

File No. 374

FILE HEADING.

Submission and scrutiny of diaries of Executive officers in the several Departments

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

P. T. 6.

To DO
3-4-19

REPLY.

(To be written on this margin.)

WD 248- GPB--2,000—28-18

Office of the Dewan of Mysore.

NOTE.

Dated 3rd April *191*9.

I shall be glad if the Chief Secretary will kindly have a note prepared in the Efficiency Audit Branch regarding the submission of diaries of work by Executive and Field Officers in different departments. Forms, if any, now in use may be put up and proposals submitted for ensuring better scrutiny of diaries and for securing, as far as possible, uniformity of practice, in the several departments.

19
3.4.19

The Chief Secretary to Govt.

Spoken to the Chief Sec'y.
Asst
19-4-19

Yes. Expedite early attention by
10 days.

G. R. S. 111-2]

General and Revenue Secretariat.

File No. 374 of 1918-19

Serial No.

DIARIES.

Existing forms and rules:-

The forms of diary and itinerary journal now in use in the several departments are put up (vide list appended) together with the instructions relating to their preparation, submission and scrutiny. In the Public Works, Railway and Electrical Departments, no diaries or journals are submitted, but the purposes of journeys are required to be indicated in some detail in the travelling allowance bills themselves. A special form for travelling allowance bills obtained therefore in these departments till three years ago, but now the general travelling allowance bill form is used in consequence of Mr.Datta's reforms. In the Geological Department, the field officers maintain field note books of their operations and observations which are edited and published as departmental memoirs In the Survey Department, what are called 'Rojinishi' statements (forms vary according to the work of each official) are maintained showing the actual work turned out by the measurers, classers and mappers, and a minimum quantity of work is insisted upon from each official employed on such work.

The forms in use in the several departments seem well suited for their respective purposes and it does not appear necessary to change the forms now. The practice in the Geological Department is suitable and need not be interfered with. It would appear however necessary to prescribe a general form of diary for

NOTE—Contn. sheet.

Serial No.

for submission by all other executive and touring officers and subordinates who do not now submit -- diaries. Such a form is now suggested which may be ordered to be used in all cases in which a special form has not been prescribed. (vide page 7).

Frequency-

The Police Inspector's diary and those of the Medical Officer, Sub-Assistant Surgeon, Jailor, Matron and Chief Warder are ~~to be submitted~~ submitted daily.

The following diaries are submitted weekly:-

Police Superintendents'
Forest Rangers'
Excise Inspectors'
Officers of the Industries & Commerce Department.
Local Auditors of the Comptroller's Office.

The only diary submitted fortnightly is that of District Economic Superintendents.

The diaries that are submitted monthly are:-

Journals of tours and inspections by Heads of Departments,
Diaries of Assistant Commissioners (Revenue),
Diaries of Amildars,
" Sheikdars,
" Veterinary Inspectors,
" District Forest Officers,
" Agricultural Inspectors,
" Co-operative Inspectors,
" Superintendents of Jails,

The only journal due quarterly is that of Deputy Commissioners.

The ~~changes~~ changes that appear necessary under this head are that the journals of both District Economic Superintendents and Deputy Commissioners might be made monthly. In all other cases, the

NOTE—Contn. sheet.

G. R. S. 111-2]

General and Revenue Secretariat. | S.A.-8 File No. 376 of 1918.

Serial No.

the frequency appears to be well suited to the nature of the work entrusted to the respective officers and of the information expected from the diaries.

Scrutinising Officers:-

As a rule, it ought to suffice if the diary is received and scrutinised by the immediate superior of the officer maintaining the diary. It is only in rare cases and on special grounds that submission to a higher officer should be insisted upon. It ought therefore to suffice if the diaries of Assistant Commissioners are scrutinised by the Deputy Commissioners, ~~those of Amildars by Assistant Commissioners~~ and those of Sheikdars by Amildars. At present, however, the diaries of Assistant Commissioners go up to the Revenue Commissioner ~~and of Amildars to Deputy Commissioners.~~ The diary ought generally to be only a record of work, inspections done, etc. and its scrutiny ought ordinarily to be limited to seeing that adequate work has been done and that intelligently Instructions on minor points may also conveniently be sought for or given on diaries, but when matters of any importance have to be brought to notice or when instructions are necessary on any such matters, recourse should be had to special reports. If the object of a diary is thus understood and its scope defined as above, it ought not to be necessary to send up diaries to any officer higher than the immediate superior.

The exceptions may be the following:- Police Superintendents' diaries may be sent to the Inspector General by Deputy Commissioners.

District

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

E.A.S File No. 374 of 1918-19

Serial No.

District Sanitary Officers' diaries may be sent to the Sanitary Commissioner by Dy. Commrs.

This is the practice ~~District~~ Excise Officers' diaries may be sent to the Excise Commissioner by Dy. Commissioners.

District Educational Inspectors' diaries may be to the Inspector General by Circle Inspectors.

Nature of scrutiny and manner of dealing with diaries.

The monthly diary should accompany the travelling allowance bills, if any, and should ~~be submitted~~ in no case be delayed beyond the ~~fifth working day~~ succeeding of the month before the ~~officer cashes his pay bill~~. Weekly diaries should be submitted every Monday for the week ending the previous Saturday.

The diaries should invariably be scrutinised by the receiving officer immediately on receipt, i.e., when he opens his tappal and should be returned the same day with his remarks in the margin. When there are no remarks to communicate, the diary should be filed in the receiving officer's office. The remarks should, as far as possible, be directed towards the character of the work done and should give definite instructions as to future conduct. Whenever any subject is deemed important enough to require - following up, a separate communications should be addressed, a mere mention of it alone being made in the diary. Care should be taken to avoid calling for unnecessary and needless reports on matters which are within the power of the subordinate officer, or which will eventually come up to the scrutinising officer, either for sanction under the law or standing orders, or in appeal. It should be a general rule that any information of ~~a non-important~~ an ordinary character called for in the remarks on a diary will be furnished only in the succeeding diary.

NOTE.—Contn. sheet.

5752
8

Sl. No. 26]

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

Requisition for papers.

Section E.A.9.

A

B

Filed

Deposit No.

File No. S42-15

Serial No. [illegible]

To be put up with Diary No. of 194

Signature

Branch

Section AC.

Date 27/1944.

WD 0380—GPB—1,000 books of 100 leaves each—20-8-42

9

6

G. R. S. III-2]

General and Revenue Secretariat.

E.A. file No. 374 of 1918-19

Serial No.

No diary should be referred to the office without previous scrutiny by the receiving officer nor should scrutiny of diaries be delegated to any of the assistants or officials.

A very necessary & wholesome instruction

When a diary has to be forwarded to a second officer, the remarks of the first officer receiving the diary should be extracted and separately communicated to the subordinate officer before the diary is passed on. The second officer receiving the diary will merely file the diary in his office if he finds no further remarks or action necessary.

Original copy of the diary.

The original copy of the diary ~~maintain~~ maintained by each officer is a Government document and ought to form part of the records of the office. All remarks communicated by the scrutinising officers should be copied in it and when any further correspondence has arisen out of any point noticed therein, a reference to it should be indicated in the diary. The original ~~xx~~ copy should be invariably a bound book in the prescribed form.

Diary may be asked for inspection

Subs^d for orders
A draft will be prepared on receipt of orders on this note.
Chief Sec^y
12-5-19.

Dewan

Please see remarks. — Send circular as suggested below
17/5/19

DEWAN'S OFFICE.
Recd. on MAY 13 1919
Reg. No. 7103.

NOTE—Contn. sheet.

7 10

FORM OF DIARY. (General)

Diary of . . . . . .

Designation . . . . . .

Extent of charge . . . . . .

for the month of . . . . . .

(To be submitted on the 1st of the succeeding month with the travelling allowance bill of the month and before the ~~pay bill is cashed~~ fifth of the succeeding month)

Date.	Place visited. (give taluk within brackets) and underline place of halt)	Nature of work done. (summarise briefly and intelligently reserving details for the respective files or for a special report).

C P37

8

11

G. R. S. 111-2]

General and Revenue Secretariat.

E&G File No. 376 of 1918

Serial No.

Subd with a draft.

81
16/5 Chief Secy

Hom
16-5-19.

DEWAN'S OFFICE
Recd. on MAY 17 1918
Reg. No. 7250.

Dewan

Maybe disposed of by circulation. Yes
Agree. —

16.5

CS.
circulate

20/5/19

20.5.19

I have a few observations to make particularly with reference to practice obtaining in the Hon'ble Dept.

Para 2 of the draft notes. The Hon'ble Deputy has drawn attn. here & there rightly & usefully to important matters relating to the maintenance of public peace & tranquillity & other matters of general importance which may be brought to the notice of the I.G.P. as generally entrusted in the Dept. He does not, as he cannot be entirely conversant with reference to previous circulars on the subject.

Para 3. The Inundrah superintendent & Talug Inspectors in the Hon'ble Dept. if necessary, what the Inspectors and Assistant should

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | E-A-8 File No. 376 of 1918

Serial No.

be marked by his Supt. of Police.

At present his diaries of 8 days are sent to his Head Constable. There is some delay in this. He suggests he should do away with this practice, his diaries dispensing with his Hd Constable. The Spirit of the New Order does not permit of any such action in his matter. I would suggest that he may be consulted.

This may be done [illegible]

para 5. The practice in this Police dept. is that his diaries are returned by the Supt. of Police after they are seen by the D.G.P. whether there be any remarks made there or not. The practice is good, for the Supt will not be in doubt as to what view the D.G.P. has taken upon any point upon which he may suspect the D.G.P. to make some remarks.

This was the approved practice in the Salem dept when I was CC [illegible]

para 6. The practice in this Police dept. is that his informations recorded in the Station diary which will be returned by the Supt. concerned & not in his touring diary. The present practice is more convenient.

para 7. What if his Head of his dept. does not agree with his remarks of any Dy. Supt. or any other intermediate officer? Can their remarks be recalled? This will put his intermediate officer in a wrong

NOTE—Contn. sheet.

General and Revenue Secretariat. | S.A. | File No. 374 of 191 8.

Serial No.

Forwarded herewith.

[illegible]
28/5/19

I have made a few marginal remarks as far as possible. The submission of the diary should be by the Medical Officer dealing with the head of the department finally. It should be made incumbent upon the Sup. Officer (whoever he may be, Head of Dept included) to read the diary himself & not to delegate this power to any subordinate officer (even including a Personal Assistant). The diaries may, I think, be sent to the officer submitting them, with the remarks of the Sup. Officer thereon. A record of the same being maintained in the latter office for purposes of reference. Instructions & remarks should be full & clear, so that they might serve the purpose intended of them.

[illegible]
24.5.19.

I agree generally with the above observations of the Hon'ble Member. What may be provided for in the despatch which I am to issue is [illegible]

[illegible]
26.5.19

Yes. Please revise draft accordingly.

[illegible]
26/5

NOTE—Contn. sheet.

14

(For Disposal by Circulation)

No. C. 837

21.5. 1919

GENERAL AND REVENUE SECRETARIAT.

COUNCIL MATTER.

SUBJECT.

Draft order in regard to submission of diaries by Executive and Field officers in different departments.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

C Balasundaram
Chief Secretary to Government.

21st May 1919.

Extraordinary Member of Council. Seen. 20.5.19.

1678 / 24.5.19 First Member of Council.

7286-243 / 23.5.19 Second Member of Council. Opinion recorded. Seen 24.5.19

4800 / 24.5.19 Third Member of Council. Opinion recorded. 23/5

WD 2670—GPB—1,000—15.17

11
15

G. R. S. III-2)

General and Revenue Secretariat. | E. A. f File No. 374 of 191 8

Serial No.

D. 1729

DEWAN'S OFFICE.
Recd. on JUN 30 1919
Reg. No. 4352.

Draft revised & resub?

Bro
16-6-19

Chief Secy
In approval
Dewan)

CBS
28/6/19
Bro 30-6-19

approved
may be submitted for
H.H. int

GP
27

Hand up
Typewrite &
put up D.S.

18/7/19
Bro
4-7-19

Issue typewritten & countersigned

for printing 500 copies of which 50 exempted

Sd/ 7/7

G.O. 4052-4102/E&A 374 dated 4th July 1919.

To. The Heads of Depts
Dy Comrs & Sub
The Secretaries to Govt.

Some instructions to systematising the submission & scrutiny of diaries of officers executive officers in all depts.
Dated with a D.S.N.

Sd/ 14/7

Bro
14-7-19.

Chief Secy
Dewan)

DEWAN'S OFFICE.
Recd. on JUL 16 1919
Reg. No. 4466.

CBS
14/7/19 Bro 16-7-19

NOTE—Contn. sheet.

16

Submitted to His Highness.

With a view to ensure a better scrutiny of diaries submitted by the Executive and Field Officers in different departments and to ensure as far as possible uniformity of practice regarding their preparation and submission, the existing forms of diaries and the rules and orders regulating their submission have been examined and an order has issued laying down rules to systematise the submission and scrutiny of diaries. I submit herewith the papers connected with it for the perusal of His Highness.

Venkatasubba Rao

18/4/1919

17

C 837

Record of Cases submitted for the Orders of His Highness the Maharaja

FOR PERUSAL OF HIS HIGHNESS'S ORDERS

after issue of orders.

Seen

30/7

Subject.

Rules regarding the submission and scrutiny of diaries by Executive Officers.

Order.

~~KRAU~~

21/7/19

457
28.7.19

444
26.7.19

686-252
25.7.19

Seen
26.7.19

Seen
27/7

B.

Ch. Leg
Secy
22.7.19

Issue
27/7

Issued
30.7.19

G.R.S. 28]

Diaries

S.O.

File No. S.A.8
Serial No. 374

Diary No. of letter replied to

GENERAL AND REVENUE SECRETARIAT.
( )

Proceedings of the Government of His Highness the Maharaja of Mysore

Dated, the 4th July 1919.

~~READ~~ Order No. 4052-4102/S.A.8 3748 4/2/19

Date of issue 14-7-19

Signed by Dr. A.V.R.

At present, forms for the submission of periodical diaries have been prescribed in respect of the officers mentioned in the accompanying statement (Appendix A). In the Public Works, Railway and Electrical Departments no diaries or journals are submitted, ~~ORDER THEREON~~ No but the purpose of journeys are required to be indicated in some detail in the travelling allowance bills themselves. In the Geological Department, the field officers maintain field note-books of their operations and observations which are edited and published as departmental memoirs. In the Survey Department,

over.

May this be

i printed? No

ii treated as a standing order? No

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

SUBJECT.

2

GPB—50,000—1-12-12

what are called 'Rojinishi' statements are maintained showing the actual work turned out by the measurers, classers and mappers.

2. As regards frequency, the diaries of the Police Inspector in the Police Department and of the Medical Officer, Sub-Assistant Surgeon, Jailor, Matron and Chief Warder in the Prisons Department are submitted daily ~~and~~ while those of the Police Superintendents, Forest Rangers, Excise Inspectors, officers of the Industries and Commerce Department and Local Auditors of the Comptroller's Office, are submitted weekly. The only diary submitted fortnightly is that of the District Economic Superintendents. The diaries that are submitted monthly are the journals of tours and inspection by Heads of Departments, and the diaries of Assistant Commissioners, Amildars, Sheikdars, Veterinary Inspectors, District Forest Officers, Agricultural Inspectors, Co-operative Inspectors and the Superintendents of Jails. The only journal due quarterly is that of the Deputy Commissioners.

3. Government ~~consider~~ observe that the forms now in use in the several departments are suited to their respective purposes, and that the practice obtaining in the Survey and Geological Departments is also suitable and may continue. ~~Government~~ They consider it however, necessary that all other executive and touring officers and subordinates (including those in the Public Works, Railway and Electrical Departments) who do not now submit diaries should be required to submit them in future and are accordingly

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

pleased to prescribe the accompanying general form of a monthly ~~diary to be~~ journal for used by all such officers. (Appendix B)

~~As regards frequency, Government direct that~~ The journals of the Deputy Commissioners and District Economic Superintendents should be submitted monthly in future ~~and that~~ could the existing practice may be followed in the ~~future~~ other cases mentioned in Appendix A. All officers using the general form, Appendix B, will submit ~~monthly diaries~~ their journals once a month.

4. With a view to systematise the submission and scrutiny of diaires, Govt. are pleased to lay down the following rules in supersession of all previous instructions in this respect.

(1) The monthly diary should accompany the travelling allowance bills, if any, and should in no case be delayed beyond the 5th of the succeeding month. Weekly diaries should be submitted every Monday for the week ending the previous Saturday.

(2) The diary should ~~generally~~ ordinarily be a record of work and inspections ~~done,~~ etc. and its scrutiny ~~ought~~ should ordinarily be limited to seeing that adequate work has been done and that, intelligently. Instructions on minor points may also be conveniently sought for, or given, on ~~diaries~~ diaries but recourse should be had to special reports when matters of any importance have

3

In departments like the Police, where special information relating to important Crimes or to public peace & tranquillity is being included in the diaries, this practice may continue

have to be brought to notice or when instructions or explanations are necessary on any such matters.

(3) The diary should be submitted by each officer to his immediate superior, who will return the same after scrutiny. In the following cases however, the diary will also be submitted to a higher authority:-

(i) The Rev Asst: Comm's diaries will be sent to the Dy Comm's who will submit them to the Revenue Commissioner after scrutiny

(ii) Amildar's diaries will be sent to the Assistant Commissioners who will submit them to the Deputy Commissioners after scrutiny.

(iii) Police Superintendents' diaries will be sent to the Inspector General of Police by the Deputy Commissioners.

(iv) The Police Inspectors diaries will be sent to the Amildars who will submit them to the Police Supdt after scrutiny.

(v) District Sanitary Officers' diaries will be sent to the Sanitary Commissioner by the Deputy Commissioners.

(vi) District Excise Officers' diaries will be sent to the Excise Commissioner by the Deputy Commissioners.

(vii) District Educational Officers' diaries will be sent to the Inspector General of Education by the Circle Inspectors.

5. The diaries should invariably be scrutinised by the receiving officers themselves immediately on receipt and should be returned also the same day, with his remarks if any in the margin, or pass it on to the second officer, if any, to whom it is due. Superior officers should on no account leave the work of reading and scrutinising diaries to their Personal Assistants or other subordinates.

~~6.~~ When the receiving officer has no remarks to communicate, the diary should be ~~filed in his office.~~ The remarks made on the diaries should as far as possible be confined to the character of the work done and to definite instructions

Diaries are always kept ready I think, by the submitting officer whether with or without the remarks of the receiving officer first

GPI.—30,000—16-2-14

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

as to future conduct.

6. Whenever any subject is deemed important enough to require following up, a separate communication should be addressed, a mere mention of it ~~being~~ alone being made in the diary. Care should, at the same time, be taken to avoid calling for unnecessary and needless reports on matters which are within the ~~power~~ competence of the subordinate officer, or which will eventually come up to the scrutinising officer either for sanction under the law or standing orders or in appeal. As a general rule, any information of an ordinary character called for in the remarks on a diary will be furnished ~~only in the succeeding diary~~ in the same diary which will be resubmitted with the information.

7. When a diary has to be forwarded to a second officer, the remarks of the first officer receiving the diary should be extracted and separately communicated to the subordinate officer before the diary is passed on. The second officer receiving the diary will merely file the diary in his own office if he finds no further remarks or action necessary.

8. The original copy of the diary maintained by each officer is a Government document and ought to form part of the records of the office. All remarks communicated by the scrutinising officer should be copied in it and when any

any further correspondence has arisen out of any point noticed therein, a reference to it should be indicated in the diary.

8. The above rules will be embodied at the end of the section 'Tours of Officers' in Chapter II of the Manual of General Circulars and Standing Orders, Part I.

17/5/23

Chief Secretary to Govt.

To

The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.

GPP—20,000—16-2-14

Appendix A.

Diaries of work submitted by the Executive Officers in the several departments.

Diary.	Order prescribing.
1. Monthly journal of tours and inspections by Heads of Departments.	G.O.No.143-E.A.G. dated 24th Aug.1916.& No.2062-2103/E.A. G.340 dated 7-1-1919.
2. Tour statements of Deputy Commissioners.	G.O.No.R.5505-13/L.R.55-04-36 dated 6th Nov. 1905.
3. Revised form of Diary for Assistant Commissioners.	G.O.No.4467-8-L.R.239-18-2 dated 18-9-18 and G.O.No.R. 3874-935 dated 14-4-1903.
4(a) Diary of Amildars.	G.O.No.L.R.583-06-2 dated 1-7-1907
4(b) Monthly statement of villages inspected by the Amildars and Deputy Amildars.	G.O.No.R.12330-79-L.R.370-18-1 dated 26th Mar.1919.
5. Diary of Sheikdars.	
6. Diary of Veterinary Inspectors.	
7. Diary of the Local Audit Staff of the Comptroller's Office.	
8.(a) Diary of the Police Superintendents.	
8(b) Diary of the Police Inspectors and Sub-Inspectors.	
9. Diary of the District Forest Officers and Forest Rangers.	
10. Diary of Excise Inspectors.	
11. Diary to be submitted by Educational Officers.	
12. Diary of Agricultural Inspectors.	
13. Diary of officers of the Industries and Commerce Department.	G.O.No.232-4/A.& I.19-14-39 dated 14-7-1915.
14. Diary of Inspectors of Co-operative Societies.	
15. Diary of the District Economic Superintendents.	
16. Diary to be submitted by Engineering Officers.	
17. Diaries to be submitted by the officers of the Jail Department.	
18.(a) Diary of Sanitary Officers.	
18(b) Diary of Sanitary Inspectors.	

5

HSR

Appendix B.

FORM OF DIARY
(General)

Diary of .....

Designation .....

Extent of charge .....

for the month of .....19..

(To be submitted on the 1st of the succeeding month with the travelling allowance bill of the month and before the 5th of the succeeding month.)

Date.	Place visited. (give taluk within brackets and underline place of halt)	Nature of wor done. (summarise briefly and intelligently, reserving details for the respective files or for a special report).

No. 4052-4102—E. A. G. 374, DATED 4TH JULY 1919.

APPENDIX A.

Diaries of work submitted by the Executive Officers in the several departments.

Diary.	*Order prescribing.*
1. Monthly journal of tours and inspections by Heads of Departments.	G. O. No. 143—E. A. G., dated 24th August 1916, and No. 2062-2103—E. A. G. 340, dated 7th January 1919.
2. Tour statements of Deputy Commissioners.	G. O. No. R. 5505-13—L. R. 55-04-36, dated 6th November 1905.
3. Revised form of diary for Assistant Commissioners.	G. O. No. 4467-8—L. R. 239-18-2, dated 18-9-18 and No. R. 3874-935, dated 14th April 1903.
4.(*a*) Diary of Amildars.	G. O. No. L. R. 583-06-2, dated 1st July 1907.
4.(*b*) Monthly statement of villages inspected by the Amildars and Deputy Amildars.	G. O. No. R. 12330-79—L. R. 370-18-1, dated 26th March 1919.
5. Diary of Shekdars.	
6. Diary of Veterinary Inspectors.	
7. Diary of the Local Audit Staff of the Comptroller's Office.	
8.(*a*) Diary of the Police Superintendents.	
8.(*b*) Diary of the Police Inspectors and Sub-Inspectors.	
9. Diary of the District Forest Officers and Forest Rangers.	
10. Diary of Excise Inspectors.	
11. Diary to be submitted by Educational Officers.	
12. Diary of Agricultural Inspectors.	
13. Diary of officers of the Industries and Commerce Department.	G. O. No. 222-4—A. & I. 19-14-39, dated 14th July 1915.
14. Diary of Inspectors of Co-operative Societies.	
15. Diary of the District Economic Superintendents.	
16. Diary to be submitted by Engineering Officers.	
17. Diaries to be submitted by the officers of the Jail Department.	
18.(*a*) Diary of Sanitary Officers.	
18.(*b*) Diary of Sanitary Inspectors.	

APPENDIX B.

FORM OF DIARY, (General).

Diary of.....

Designation.....

Extent of charge.....

for the month of.....19...

(To be submitted on the 1st of the succeeding month with the travelling allowance bill of the month and before the 5th of the succeeding month.)

Date	Place visited. (Give taluk within brackets and underline place of halt)	Nature of work done. (Summarise briefly and intelligently, reserving details for the respective files or for a special report)

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 4052-4102—E. A. G. 374, dated 4th July 1919.

Diaries.

Issues instructions to systematise the submission and scrutiny of —— by officers in all the Executive departments.

W D 29—GPB—11-7-19—555

S. O.

Diaries.

No. 4052-4102—E. A. G. 374, DATED 4TH JULY 1919.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 4052-4102—E. A. G. 374, dated 4th July 1919.

At present, forms for the submission of periodical diaries have been prescribed in respect of the officers mentioned in the accompanying statement (Appendix A). In the Public Works, Railway and Electrical Departments no diaries or journals are submitted, but the purpose of journeys are required to be indicated in some detail in the travelling allowance bills themselves. In the Geological Department, the field officers maintain field note-books of their operations and observations which are edited and published as departmental memoirs. In the Survey Department, what are called 'Rojinishi' statements are maintained showing the actual work turned out by the measurers, classers and mappers.

2. As regards frequency, the diaries of the Police Inspector in the Police Department and of the Medical Officer, Sub-Assistant Surgeon, Jailor, Matron and Chief Warder in the Prisons Department are submitted daily while those of Police Superintendents, Forest Rangers, Excise Inspectors, officers of the Industries and Commerce Department and Local Auditors of the Comptroller's Office, are submitted weekly. The only diary submitted fortnightly is that of the District Economic Superintendents. The diaries that are submitted monthly are the journals of tours and inspection by Heads of Departments, and the diaries of Assistant Commissioners, Amildars, Shekdars, Veterinary Inspectors, District Forest Officers, Agricultural Inspectors, Co-operative Inspectors and the Superintendents of Jails. The only journal due quarterly is that of the Deputy Commissioners.

3. Government observe that the forms now in use in the several departments are suited to their respective purposes, and that the practice obtaining in the Survey and Geological Departments is also suitable and may continue. They consider it however, necessary that all other executive and touring officers and subordinates (including those in the Public Works, Railway and Electrical Departments) who do not now submit diaries should be required to submit them in future and are accordingly pleased to prescribe the accompanying general form of a monthly journal for use by all such officers. (Appendix B.)

The journals of Deputy Commissioners and District Economic Superintendents should be submitted monthly in future and the existing practice may be followed in the other cases mentioned in Appendix A. All officers using the general form, Appendix B, will submit their journals once a month.

4. With a view to systematise the submission and scrutiny of diaries, Government are pleased to lay down the following rules in supersession of all previous instructions in this respect.

(1) The monthly diary should accompany the travelling allowance bills, if any and should in no case be delayed beyond the 5th of the succeeding month. Weekly diaries should be submitted every Monday for the week ending the previous Saturday.

(2) The diary should ordinarily be a record of work and inspections, etc., and its scrutiny should ordinarily be limited to seeing that adequate work has been done and that, intelligently. In Departments like the Police, where special information relating to important crimes or to public peace and tranquillity is being included in the diary, this practice may continue. Instructions on minor points may also be conveniently sought for, or given, on diaries, but recourse should be had to special reports when matters of any importance have to be brought to notice or when instructions or explanations are necessary on any such matters.

(3) The diary should be submitted by each officer to his immediate superior, who will return the same after scrutiny. In the following cases however, the diary will also be submitted to a higher authority :—

(i) The Revenue Assistant Commissioner's diaries will be sent to the Deputy Commissioner who will submit them to the Revenue Commissioner after scrutiny.

(ii) Amildars' diaries will be sent to the Assistant Commissioners who will submit them to the Deputy Commissioners after scrutiny.

(iii) Police Superintendents' diaries will be sent to the Inspector-General of Police by the Deputy Commissioners.

(iv) The Police Inspector's diaries will be sent to the Amildars who will submit them to the Police Superintendent after scrutiny.

(v) District Sanitary Officers' diaries will be sent to the Sanitary Commissioner by the Deputy Commissioners.

(vi) District Excise Officers' diaries will be sent to the Excise Commissioner by the Deputy Commissioners.

(vii) District Educational Officers' diaries will be sent to the Inspector-General of Education by the Circle Inspectors.

5. The diaries should invariably be scrutinised by the receiving officer himself immediately on receipt and returned also the same day, with his remarks if any in the margin, or pass it on to the second officer, if any, to whom it is due. Superior officers should on no account leave the work of reading and scrutinising diaries to their Personal Assistants or other subordinates. The remarks made on the diaries should as far as possible be confined to the character of the work done and to definite instructions as to future conduct.

6. Whenever any subject is deemed important enough to require following up, a separate communication should be addressed, a mere mention of it alone being made in the diary. Care should, at the same time, be taken to avoid calling for unnecessary and needless reports on matters which are within the competence of the subordinate officer or which will eventually come up to the scrutinising officer either for sanction under the law or standing orders or in appeal. As a general rule, any information of an ordinary character called for in the remarks on a diary will be furnished in the same diary which will be resubmitted with the information.

7. The original copy of the diary maintained by each officer is a Government document and ought to form the part of records of the office. All remarks communicated by the scrutinising officer should be copied in it and when any further correspondence has arisen out of any point noticed therein, a reference to it should be indicated in the diary.

8. The above rules will be embodied at the end of the section 'Tours of Officers' in Chapter II of the Manual of General Circulars and Standing Orders, Part I.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Heads of Departments.
The Secretaries to Government.
The Deputy Commissioners of Districts.

Exd.—G. W. B.